
POLICY TRANSMITTAL NO. 10-29	DATE: MAY 11, 2010
CHILDREN AND FAMILY SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF INTERGOVERNMENTAL RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-1-26; 75-7-18; 75-13-74; and 75-13-80.

EXPLANATION: OAC 340:75-1-26 ITS are amended to update language to conform to current requirements for maintaining Child Welfare case information.

OAC 340:75-7-18 ITS are amended to reposition information to ITS that was previously deleted from rule and existing ITS language.

OAC 340:75-13-74 ITS are amended to restructure existing language.

OAC 340:75-13-80 ITS are amended to clarify eligibility effective date.

Original signed on 5-10-10

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WF # 10-J (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

340:75-1-26

340:75-7-18

340:75-13-74

340:75-13-80

INSERT

340:75-1-26, pages 1-8, revised 5-5-10

340:75-7-18, pages 1-20, revised 5-5-10

340:75-13-74, pages 1-3, revised 5-5-10

340:75-13-80, pages 1-4, revised 5-5-10

340:75-1-26. Child Welfare case records

Revised 5-11-06

Delivery of Child Welfare (CW) services is recorded by entry into the KIDS system, storage of documents and digital images into the KIDS application file cabinet, and maintaining a paper case file of all related case documents and information. ■ 1 A case record is established on the family when:

- (1) the client or representative requests service;
- (2) service is requested on the client's behalf and the requested service is available through the CW services program; or
- (3) a report of child abuse or neglect is assessed or investigated.

INSTRUCTIONS TO STAFF 340:75-1-26Revised 5-5-10

1. (a) Purpose of CW case record. Child Welfare (CW) workers use the CW case record to document demographic information, decisions, and actions made with or on behalf of the children and families CW serves. Contacts are kept up to date at least monthly from the point of intake through case closure. All notes and phone messages are not to be destroyed and are to be maintained in the paper case record. The case record serves as:

- (1) a means for the CW worker to develop a clear understanding of the client's situation and a basis for planning with the client;**
- (2) evidence that the client has been offered requested or needed services and is receiving services through staff delivery, purchase of service, or referral;**
- (3) documentation of the specific goals to which services are directed;**
- (4) an accounting of the way in which the Oklahoma Department of Human Services (OKDHS) responsibilities are fulfilled;**
- (5) evidence that the client's eligibility has been satisfactorily determined or redetermined;**

(6) a means for future CW workers to obtain knowledge of the client's previous experience in relation to OKDHS;

(7) documentation for the client, OKDHS, and community against inaccuracies that might arise from memory errors;

(8) a means of eliminating repeated inquiries by the CW worker about the same matter;

(9) an aid in the supervision of work, in assisting the CW worker to develop his or her skills, and in evaluating performance; and

(10) a source of reference to OKDHS in making various social and economic studies and surveys and identifying program planning needs.

(b) Paper case record. The majority of direct service CW case information is online in the KIDS system. A paper case record is set up and maintained for the purpose of maintaining case related documents that are not in KIDS, are not generated by CW, and any CW document that requires signatures and dates and is submitted to another entity, for example, the court or client. In part, the CW paper case record includes, as applicable:

(1) all legal and court documents;

(2) birth verifications, per OAC 340:75-13-9;

(3) Social Security cards or information;

(4) death certificates for any deceased parent(s), per OAC 340:75-1-26.2;

(5) Form 04KI003E, Report to District Attorney;

(6) Form 04KI030E, Assessment of Child Safety;

(7) Form 04KI029E, Voluntary Safety Plan;

(8) Form 04KI028E, Family Functional Assessment;

(9) grievance forms;

(10) psychological evaluations;

- (11) medical information from providers;**
- (12) Form 04FC011E, Placement Agreement for Out-of-Home Care;**
- (13) appropriate child support forms;**
- (14) Form 04KI002E, Eligibility Determination;**
- (15) Form 04KI004E, Placement Provider Information;**
- (16) Form 04KI005E, Placement Plan;**
- (17) Form 04KI008E, Treatment Plan, or 04KI012E, Individualized Service Plan (ISP), or both;**
- (18) Form 04KI011E, Preadjudication Court Report;**
- (19) Form 04KI009E, Court Report;**
- (20) Form 04KI014E, Individualized Service Plan (ISP) Progress Report;**
- (21) Form 04KI013E, Individualized Service Plan (ISP) Dispositional Report;**
- (22) Form ODH 347, Medical and Social History Report for Adoption;**
- (23) Independent Living Life Skills Assessment;**
- (24) Form 04AN022E, Child Profile Assessment for Adoption;**
- (25) Form 04AN006E, Affidavit of Information Disclosure for Adoption;**
- (26) Form 04AN024E, Placement Recommendation Worksheet; and**
- (27) any other forms or data that are pertinent to the CW case record, such as letters, police reports, Department of Corrections reports, and similar documents.**

(c) Case record security. All paper case records are filed in locked file cabinets, according to their status, active or closed.

(1) Case records are kept in the county office in locked file cabinets, except when officially handled by CW staff, until the requirements for storage are met per OAC 340:75-1-26 Instructions to Staff # 1(h).

(2) Special circumstances may require additional security, such as case restriction. A CW case is restricted in KIDS when:

(A) an OKDHS employee or relative of an employee is involved;

(B) the case is highly publicized;

(C) the case involves a public figure; or

(D) the situation receives a lot of media attention.

(3) The decision to restrict a CW case is made by the CW supervisor. Most CW cases do not require restriction. The county director maintains restricted paper case records in a secure file separate from the county record files.

(d) Transfer of electronic and paper case records.

(1) Timeliness. Timely transfer of cases is necessary to continue service provision to the child and family. Non-receipt of the paper case record, missing information in the KIDS case, or any other issue must not delay services. CW supervisors discuss areas of concern and coordinate and communicate with each other to resolve issues.

(A) Prior to case transfer in KIDS, the receiving county is notified of the transfer by phone or e-mail and provided with any information about the family.

(B) When the initial transfer notice is provided via e-mail, the initiating county CW staff contacts the receiving county CW staff by phone to discuss current case circumstances no later than five business days after the transfer.

(2) Primary case transfer. The primary CW supervisor transfers primary case responsibility in KIDS no later than five business days after:

(A) county of jurisdiction changes;

(B) a youth attains the age of majority, is in voluntary placement in a county other than the county of jurisdiction, and no other child is being provided services in the case; or

(C) a family receives Family-Centered Services or Interstate Compact on the Placement of Children (ICPC) case services from another state and the family moves.

(3) Transfer of primary paper case record. The corresponding CW paper case record is sent within ten business days of the change in case status to the other county along with Form 04AD002E, Transfer Between Counties.

(4) Secondary case transfer. When a child is placed or the parent(s) resides outside the county of jurisdiction, the CW supervisor of the primary case makes the secondary case assignment in KIDS no later than five business days after placement or notification of the parent(s)' location.

(A) The corresponding CW paper case record is sent within ten business days, if not provided at the time of the child's placement, to the other county along with Form 04AD002E.

(B) Case content. Cases to be transferred are updated with current information, including, but not limited to:

(i) child's custody status and any upcoming hearing dates;

(ii) client status information, such as address, phone number, employment, and placement;

(iii) data regarding visits with parents, relatives, siblings, and other family members;

(iv) any scheduled or canceled visits;

(v) recent contacts with clients and collaterals; and

(vi) services scheduled, offered, or provided to a child, family member, and caregiver with type of service, date of service, and name of service provider.

- (C) When services are completed or are no longer needed in the secondary county, the CW supervisor of the:
- (i) secondary case:
 - (I) returns the secondary county paper case record to the primary county within ten business days, using Form 04AD002E; and
 - (II) end dates the secondary assignment in KIDS.
 - (ii) primary case, upon receipt of the secondary paper case record:
 - (I) reviews the secondary paper case record for any records that are not filed in the primary case record;
 - (II) files these records in the primary case record; and
 - (III) prepares the duplicate case record for security destruction per OAC 340:2-21-35.
- (5) Closed case transfer. The county that needs a closed CW paper case record that is located in another county office requests transfer of the case, using Form 04AD002E. The corresponding CW paper case record is sent to the other county no later than two business days following the request identified on Form 04AD002E.
- (e) Documentation of race and Hispanic or Latino origin. The collection of uniform data on race and Hispanic or Latino origin is an important piece of documentation in the case record. The CW worker asks adults and, if age appropriate, children to identify all applicable racial categories to which they belong. Additionally, the CW worker determines the adult's or child's Hispanic or Latino origin. Self-identification or self-reporting is the preferred method of gathering information on race and Hispanic or Latino origin.
- (1) American Indian or Alaskan Native persons have origins in any of the original peoples of North or South America, including Central America, and maintain tribal affiliation or community attachment.
 - (2) Asian persons have origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, Cambodia,

China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.

(3) Black or African American persons have origins in any of the black racial groups of Africa.

(4) Native Hawaiian or Other Pacific Islander persons have origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

(5) White persons have origins in any of the original peoples of Europe, Middle East, or North Africa.

(6) Unable to determine is a valid choice for race or Hispanic or Latino origin when:

(A) a child is very young or a child or adult is severely disabled and there is no person available to identify the child's or adult's race or Hispanic or Latino origin;

(B) an adult or, if age appropriate, a child refuses to identify his or her race or Hispanic or Latino origin; or

(C) a parent, relative, or guardian refuses to identify the child's race or Hispanic or Latino origin.

(f) Document and photograph storage. KIDS has the capacity to store documents and digital images. CW workers store any WORD document and digital image in the KIDS File Cabinet.

(1) Saving documents to KIDS. Refer to the File Cabinet How To found in KIDS/Help/How To's for instructions on saving documents.

(2) Storing digital images and photographs. The CW worker stores all photographs as taken. Due to legal issues, no enhancements, such as color, brightness, and contrast, or doctoring, are permitted. Refer to the Storing Photographs and Images How To found in KIDS/Help/How To's for instructions on using a digital camera and saving digital images and photographs.

(g) Case closure. Termination of services to clients may occur according to plan or due to the decision of the client or court, contrary to the CW worker's

recommendation. If the CW worker determines that other services are needed, the worker makes diligent efforts to refer the client to another agency or resource and to document the concerns. A CW case is closed in KIDS when there are no outstanding ticklers or actions associated with the case, each client in the case has an OKDHS client number, and there are no open lines of service. The CW worker enters the date and reason for closing the case and a closing summary that describes the services provided to the child and family. Reasons for closing the CW case include, but are not limited to:

- (1) completion of mutually agreed upon goals;
- (2) reasons for needing CW services have changed;
- (3) services needed are outside the scope of CW; or
- (4) court case is dismissed or closed.

(h) Paper case record storage. Closed paper case records are stored in locked file cabinets and kept in the county office until either the youngest child in the case reaches age 18 and no longer receives services or there has been no activity on the case for at least two years. When a case meets requirements for storage, the case is sent for storage per instructions via http://s99web01/adss_supportservices/openrecords1.shtm.

340:75-7-18. Bridge resource family assessment ■ 1 through 9

Revised 6-1-09

(a) **Bridge resource family assessments.** The Bridge resource family assessment is completed by Oklahoma Department of Human Services (OKDHS) staff or by a contractor of OKDHS. ■ 1

(b) **Background investigation.** Completed and signed Forms 04AF001E, Bridge Resource Family Assessment Application, and 04AD003E, Request for Background Check, authorize OKDHS to conduct an investigation into criminal and OKDHS records, including Child Welfare (CW) records, of the applicant and each adult household member, per OAC 340:75-7-15.

(c) **House assessment.** The resource specialist conducts an evaluation of the applicant's residence to assess the location, condition, and capacity to accommodate children in foster care. ■ 2

(d) **Total number of children in placement.** The total number of children in OKDHS custody placed in a Bridge resource home may not exceed five. The total number of all children in the home, which includes biological, adoptive, foster, and other children not in OKDHS custody, may not exceed six.

(e) **Children younger than two years of age.** No more than two children younger than two years of age, including the Bridge resource family's own children, are placed in the same home.

(f) **References.** ■ 3 The resource specialist solicits and reviews the comments of personal, employer, and school references identified by the applicant regarding the applicant's parenting strategies and skills. Information obtained through references is confidential.

(g) **Household income.** The applicant provides verification that he or she can manage personal and household financial needs without relying on the foster care maintenance payment. The applicant must have sufficient income to meet the needs of an additional child placed in his or her home until receipt of foster care maintenance payment for that child.

(h) **Disposition of Bridge resource home assessments.** ■ 5 Upon completion of the Bridge resource home assessment, a decision regarding disposition is made assessing all the information gathered. The assessment process is completed and the determination regarding disposition is made no later than 90 days after receipt of Form

04AF001E.

(i) **Approval of the assessment.** The resource specialist reviews and discusses the assessment with the applicant for clarification of content, except for the Juvenile Justice Information System (JOLTS) review, CW records search, and reference information. ■ 6

(j) **Exceptions to assessment guidelines.** ■ 5 OKDHS may, at its discretion, grant an exception of specific rules or standards upon request by the applicant.

(1) OKDHS may establish conditions that must be met by the applicant in order to operate under the exception granted.

(2) Exceptions may be granted upon a showing by the applicant that:

(A) the particular rule or standard that is the subject of the exception request may not be applied as written because strict application of the rule or standard would cause undue hardship; and

(B) adequate standards affording protection for the health, safety, and care of the child exists and will be met in lieu of the exact requirements of the rule or standard in question.

(k) **Denial of the assessment.** ■ 5 The decision to deny requires an explanation to the applicant by the resource specialist regarding the reasons the assessment is denied. If a kinship home is denied, the child in OKDHS custody in the home is moved immediately. Reasons for denying an assessment may include, but are not limited to:

(1) a lack of stable, adequate income to meet the applicant's own or total family needs or poor management of available income;

(2) a physical facility that is inadequate to accommodate the addition of children to the home or presents health or safety concerns;

(3) the applicant or any person residing in the home has a history of alleged or confirmed child abuse, neglect, or both, per OAC 340:75-7-15;

(4) the applicant or any person residing in the home has a history of arrests or convictions per OAC 340:75-7-15;

(5) the age, health, or any other condition of the applicant impedes the applicant's ability to provide appropriate care for a child;

- (6) relationships in the household are unstable and unsatisfactory;
- (7) the mental health of the applicant or other family or household member impedes the applicant's ability to provide appropriate care for a child;
- (8) references are guarded or have reservations in recommending the applicant;
- (9) the applicant fails to complete the application, required training, or verifications in a timely manner as requested or provides information that is incomplete, inconsistent, or untruthful;
- (10) the home is determined unsuitable for the child requiring placement;
- (11) the applicant has applied for a child that OKDHS reasonably believes may not be available for placement; or
- (12) one or more factors concerning the applicant, a family or household member, or conditions in the home as described in the denial letter, renders the applicant or home environment inappropriate as a resource home.

(l) **Re-application to provide foster care.** Persons who desire to re-open their foster home must re-apply. **■ 7**

(m) **Contract Bridge resource home assessments.** **■ 8** OKDHS makes the final decision regarding the disposition of all resources assessed by contractors.

(n) **Changes in the household.** **■ 9** The Bridge resource parent must notify the resource specialist within 24 hours of any change in the household that precludes the Bridge resource parent from providing adequate care for the child, including, but not limited to:

- (1) income;
- (2) location;
- (3) health; or
- (4) relationship.

INSTRUCTIONS TO STAFF 340:75-7-18

Revised 5-5-10

1. Resource family assessment. The Bridge resource family assessment is completed by Oklahoma Department of Human Services (OKDHS) staff or by a contractor of OKDHS. The written assessment depicts the family based on complete, consistent, and truthful information gathered by the resource specialist or contractor in conjunction with the family.

(1) Initial family assessment. The resource specialist conducts the initial consultation with the family in the family's home to answer questions, explain the mutual assessment process and training requirements, and assess the safety of the home. Observations are documented on Form 04AF004E, House Assessment.

(2) Resource family assessment. The resource specialist or contractor uses Form 04AF002E, Guidelines for Resource Family Assessment – Bridge Family Profile, to obtain information about the family. If the resource specialist is completing the resource family assessment, the information is written on Form 04AF003E, Resource Family Assessment – Bridge Family Profile.

(3) Fingerprint addendum. The resource specialist completes Form 04AF033E, National Criminal History Records Search Results – Bridge Resource Family Assessment Addendum, for each adult household member when the results of the fingerprints have been received.

(A) When there is no record found or the results are the same as the Oklahoma State Bureau of Investigation (OSBI) name search, the addendum is completed and filed in a manila envelope with the fingerprint results.

(B) When the results are different from the OSBI name search, the resource specialist:

(i) discusses the results with the adult member;

(ii) completes Form 04AF033E;

(iii) obtains the adult member's signature on the addendum; and

(iv) files the addendum in a manila envelope with the appropriate fingerprint results.

(4) Review of resource assessment forms. During the initial consultation, the resource specialist provides dates for pre-service training and reviews Forms:

(A) 04AF010E, Resource Family Financial Assessment;

(B) 04AF001E, Bridge Resource Family Assessment Application;

(C) 04AF008E, Medical Examination Report, that is received by the resource specialist as soon as possible or prior to the final consultation visit, and includes, if applicable, a statement from the family physician for all children in the home to verify that the children are healthy, free from communicable diseases, and current on immunizations;

(D) 04AF017E, Family Health History;

(E) 04AF018E, Child Needs Information List;

(F) 04AF005E, Notice to Bridge Resource Applicants, signed by the applicant;

(G) 04MP001E, Consent for Release of Information, signed by the applicant; and

(H) 08HI003E, Authorization to Disclose Medical Records.

(5) Tribal membership. The resource specialist verifies tribal membership or tribal affiliation of the applicant in order to identify valid placement resources for children eligible under the Indian Child Welfare Acts, per OAC 340:75-19.

2. House assessment. The resource specialist conducts an evaluation of the applicant's residence to assess the location, condition, and capacity to accommodate children in foster care. The resource specialist assesses:

(1) location. The home must be accessible to school, medical, and recreational resources;

(2) condition. The home must be clean and safe;

(3) play space. Adequate and safe indoor and outdoor space for play

activities must be available;

(4) equipment. Age appropriate child care equipment, such as beds, high chairs, and toys must be available and in good repair;

(5) communications. A working phone must be maintained in the home;

(6) automobiles. The applicant must maintain an automobile in working order, carry the statutorily mandated automobile liability insurance, possess a valid Oklahoma driver license, and have a current, valid license tag. The resource specialist observes passenger restraints and advises the applicant that proper automobile restraints are used at all times when a child in OKDHS custody is riding in an automobile.

(A) Every driver must use a child passenger restraint system that meets federal standards when transporting a child who is younger than six years of age.

(B) Every child age six to 18 years who is transported in an automobile must be protected by a passenger restraint system or seat belt.

(C) The provisions in (i) through (iv) do not apply to the:

(i) driver of a school bus, taxicab, moped, motorcycle, or other vehicle not required by law to be equipped with safety belts;

(ii) driver of a vehicle in which all seat belts are in use;

(iii) transportation of a child for whom medical reasons prohibit the use of a passenger restraint system or seat belt; or

(iv) transportation of a child who weighs more than 40 pounds and is transported in the back seat using only a lap seat belt when the back seat of the vehicle is not equipped with combination lap and shoulder belts or when the combination lap and shoulder belts are used by other children weighing more than 40 pounds. The back seat includes all seats located behind the front seat of a vehicle;

(7) sleeping arrangements and privacy.

(A) The applicant's home provides a separate bed for each child with

the exception of siblings younger than six years of age who exhibit a need for mutual support. A separate bedroom is provided for a child who acts out sexually.

(B) Preferably, no more than two children share a bedroom. Primary consideration is given to the child's safety according to age and emotional needs.

(C) The applicant's home provides separate bedrooms for children older than six years of age who are of the opposite sex.

(D) A child in OKDHS custody, with the exception of an infant who is younger than 12 months of age, does not share a bedroom with an adult in the household. Under no circumstances is a child of any age to sleep with an adult.

(E) The applicant's home provides space for the child's personal possessions and for a reasonable degree of privacy.

(F) The applicant may not designate a room, such as the living room, utility room, den, dining room, pantry, or unconverted garage, as a bedroom unless the room is specifically designed as a bedroom;

(8) sleeping arrangements for infants. A crib, port-a-crib, bassinet, or playpen with a firm waterproof mattress or pad is used for each child younger than 12 months of age.

(A) Bassinets are used for infants:

(i) weighing up to 15 pounds; or

(ii) no more than three months of age.

(B) Port-a-cribs or playpens are used for short-term sleeping arrangements, such as naps or respite and traveling for periods of no more than one week.

(C) Cribs, port-a-cribs, bassinets, and playpens with more than two and 3/8 inches between slats or between the side and end panels are not allowed.

(D) Cribs with decorative cutout areas in crib-end panels or tall decorative knobs on the corner posts that may entrap a child's head or catch the child's clothing are not allowed.

(E) Mattresses must be tight fitting with no more than one inch between the mattress and crib, port-a-crib, bassinet, or playpen.

(F) Mattress and crib sheets must fit snugly.

(G) Drop-side latches must:

(i) hold sides securely; and

(ii) not be accessible by the child in the crib, port-a-crib, bassinet, or playpen.

(H) Pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products are not permitted in the infant's crib, port-a-crib, bassinet, or playpen.

(I) To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants younger than 12 months of age are placed on their back for sleeping unless there is a medical reason the infant must not sleep in this position, as documented by a health professional. This documentation is maintained by the foster parent and filed in the child's Child Welfare (CW) case record.

(J) Infants who are able to turn themselves over are placed initially on their back for sleeping but allowed to sleep in a position they prefer;

(9) water safety.

(A) Any activity that involves wading and swimming is supervised at all times.

(B) Pools are fenced to prevent unsupervised access or a child safety pool cover can be placed over the water area each time the pool is not in use. Pool covers must be completely removed prior to pool use. All applicable laws, ordinances, rules and regulations, and insurance requirements for pools are followed. All doors and gates leading to the pool are locked. There is:

(i) a sturdy fence at least four feet high that cannot be easily climbed;
or

(ii) a fence that connects to the top of an above-ground pool and extends two feet above the pool or follows other specified safety guidelines.

(C) The hot tub must be equipped with a hard cover designed for a hot tub.

(D) The use of portable wading pools is monitored at all times. The wading pool is emptied at the end of each use;

(10) animal and household pet safety.

(A) Animals are in good health, do not show evidence of carrying disease, and do not present a threat to the health, safety, or well-being of children.

(B) Documentation of current rabies vaccinations administered by a licensed veterinarian for dogs, cats, and other applicable pets is kept in the resource file.

(C) If an animal bites a child, the child's CW worker is contacted immediately.

(D) The resource specialist contacts the Wildlife Department or the veterinarian of record for an exotic animal to determine the safety of children and documents the information in the KIDS resource case; and

(11) weapon safety. Any activity that involves a weapon must have supervision at all times. The activity must be approved by the CW worker. Weapon includes, but is not limited to, gun, BB gun, bow and arrow, and knife, with the exception of cooking and eating utensils.

3. References.

(1) The resource specialist documents all information provided by voluntary and applicant-specified references. The resource specialist explains program expectations and the needs of children who come into care to each person contacted as a reference.

- (A) Three personal references are interviewed by phone or in person.
- (B) The applicant's current or most recent employer is contacted by letter, phone, or in person. When the applicant is self-employed, a reference is obtained from a customer.
- (C) When applicable, school teachers, counselors, or administrators who have recently served the applicant's child are contacted by letter, phone, or in person to assess the applicant's involvement in educational issues.
- (D) When the applicant home schools their own child, a person that has knowledge of the applicant's home schooling experience is contacted by letter, phone, or in person.
- (E) When applicable, all adult children of the applicant are interviewed by letter, phone, or in person.
- (F) The behavioral health professional is contacted by letter, when the applicant or applicant's child has received counseling, whether currently or in the past.
- (G) A minimum of six references is required.
- (2) The resource specialist documents all information provided by voluntary and applicant-specified references regarding the applicant. The resource specialist utilizes Forms:
- (A) 04AF015E, Resource Family Reference Letter for Adult Children, to document contact by mail, phone, or face-to-face with all adult children of each applicant, if applicable. The resource specialist requests consultation with the CW supervisor, CW field liaison (CWFL), and county director to determine the significance of the information provided by an adult child who:
- (i) has a history of abuse and neglect;
 - (ii) disagrees with his or her parent(s)' desire to foster; or
 - (iii) has other concerns about his or her parent(s);

(B) 04AF014E, Resource Family Reference for School Personnel, when the applicant has a school-age child, to contact by letter the school principal, counselor, or teacher for each child of the applicant;

(C) 04AF025E, Resource Family Reference Letter for Home Schooling, when the applicant home schools their child;

(D) 04AF011E, Resource Family Reference Letter for an Employer, to document contact by mail, phone, or face-to-face with the employer or direct supervisor of the applicant. The resource specialist assesses the information given by the applicant and the present employer or supervisor and decides whether contact with past employers or supervisors is necessary. When the applicant is self-employed, contact with a customer suffices;

(E) 04AF016E, Resource Family Personal Reference Letter, as a guide to conduct interviews and document phone interviews of personal references. When a reference is not well acquainted with the applicant and cannot provide pertinent information or when the person declines to serve as a reference, this is documented in the assessment, and the applicant is asked for another reference;

(F) 04AF013E, Resource Family Assessment Reference Letter for Behavioral Health Professionals, when the applicant has received behavioral health services, currently or in the past, to contact the behavioral health professional by letter. The resource specialist uses Form 08HI003E to obtain the information; and

(G) 04AF012E, Child's Mental Health Reference Letter, when the applicant's child has received behavioral health services, currently or in the past, to contact the behavioral health professional by letter. The resource specialist uses Form 08HI003E to obtain the information.

(3) When an applicant has been discharged from the armed forces, a copy of DD Form 214, Certificate of Release of Discharge from Active Duty, is required to determine the type of discharge. Any discharge other than honorable must be specifically addressed in the assessment as a consideration in the applicant's ability to attend to the safety and well-being of a child requiring foster care services. The resource specialist requests consultation with the CW supervisor, CWFL, and county director to determine the significance of information provided by military history,

when needed.

(4) OKDHS does not deny the continuation of the foster application process based solely on information provided by a reference. When a reference provides information requiring further explanation from the applicant, the resource specialist discusses the nature of the information without revealing the source.

- 4. Previous foster care experience. Applicants who have previously served as foster parents in another state or with a private agency provide or authorize release of all previous foster home assessments, reports, and training records from the state or agency. The resource specialist uses Form 04MP001E to secure a copy of the applicant's foster home assessment, related information, and training record from other states or agencies, when applicable.**

(1) OKDHS secures the applicant's record from the other state or agency and provides the information to the contractor, when applicable.

(2) The resource specialist sends via mail or fax the training record to Children and Family Services Division (CFSD) Foster Care Section to determine further training requirements.

(3) A copy of an assessment and training record presented by an applicant from another state during the application and assessment process in Oklahoma is acceptable, but requires verbal verification from the state of the presented assessment and training record.

(4) The resource specialist documents the verbal verification in KIDS Pre-Resource or Resource Contacts screens, when applicable.

- 5. (a) Disposition of Bridge resource home assessments. Upon completion of the Bridge resource home assessment, a decision regarding disposition is made assessing all the information gathered. The assessment process is completed and the determination regarding disposition is made no later than 90 days after receipt of Form 04AF001E, Bridge Resource Family Assessment Application. The resource specialist:**

(1) reviews Forms 04AF002E, Guidelines for Resource Family Assessment – Bridge Family Profile, and 04A003E, Resource Family Assessment – Bridge Family Profile, for content;

(2) consults with the CW supervisor, CWFL, and county director when needed to reach a decision regarding the disposition of the assessment. CFSD Foster Care Section staff is also available for consultation;

(3) confirms in writing all decisions made concerning the assessment and application with the applicant;

(4) shares with the applicant the resource family assessment for the applicant's input prior to deciding to select in or out of the Foster Care program; and

(5) discusses with the applicant or adult household member any history revealed in the fingerprint results.

(b) Disposition results. Disposition of the assessment may result in:

(1) postponement of the assessment. The applicant is advised of any condition that does not conform to Foster Care rules, per OAC 340:75-7, during the assessment. The disposition of an assessment is postponed when the applicant and the resource specialist make a decision to postpone the process to afford the applicant the opportunity to resolve issues of concern. The resource specialist:

(A) requests an exception to the 90-day assessment completion time frame from the CW supervisor and CWFL;

(B) documents in KIDS Resource Contacts screen, the reason for the exception; and

(C) denies the assessment when a resolution is not possible;

(2) voluntary withdrawal of the application. If the resource specialist determines the applicant does not meet the requirements for becoming a foster parent, the reasoning for the determination is explained, and the resource specialist gives the applicant the option to voluntarily withdraw the application. When the applicant withdraws the application, the resource specialist sends a letter of confirmation documenting the withdrawal;

(3) approval of the assessment. The resource specialist:

(A) reviews the assessment, attachments, and fingerprint results for content;

(B) reviews the family assessment with the family, with the exception of the Juvenile Justice Information System (JOLTS) results, CW records search results, and reference information;

(C) obtains signature(s) of applicant(s);

(D) obtains the CW supervisor signature;

(E) files the original signed Form 04AF003E in the resource record; and

(F) sends a copy of the approved family assessment to the CFSD Adoption Section when the family selects into the Adoption program;

(4) exceptions to assessment guidelines.

(A) The resource specialist submits a written request for an exception to the requirements in OAC 340:75-7 to the CW supervisor.

(B) The CW supervisor sends the request to CFSD Foster Care Section with a copy to the county director.

(C) Upon receipt of the request, Foster Care Section staff responds in writing with a decision. A copy of the response to the request is retained in the resource and child's record.

(D) The resource specialist documents the request and response in KIDS Resource Contacts screen.

(5) denial of the assessment. When denying an assessment, the resource specialist:

(A) staffs the information with the CW supervisor;

(B) documents all information obtained in the resource record and KIDS Pre-Resource Contacts screens;

(C) documents the denial of the application in KIDS Pre-Resource or

Resource Contacts screen; and

(D) files a copy of the written summary in the resource record.

6. (a) Approval of a Bridge resource home.

(1) The resource specialist, CW supervisor, and applicant sign Form 04AF003E, Resource Family Assessment – Bridge Family Profile, and a copy is provided to the applicant. The home is not considered approved until the CW supervisor approves the family assessment in KIDS and signs Form 04AF003E, and the foster family has completed the pre-service training and fingerprint results have been received and reviewed.

(2) Prior to initiation of maintenance payments, the applicant signs the foster care contract with the exception of a kinship placement, per OAC 340:75-7-24.

(3) The resource specialist provides the family with the Resource Parent Handbook. Each foster parent signs Form 04AF021E, Verification of Receipt of OKDHS Rules.

(4) The foster parent signs Form 15GR008E, Notice of Grievance Rights – Foster Parents.

(b) Resource specialist responsibilities. The resource specialist:

(1) copies the KIDS Pre-Resource to a Resource for all approved applications, except when the child in OKDHS custody is in a kinship placement;

(2) end dates the KIDS Pre-Resource after conversion to a Resource;

(3) reviews the completed assessment and requests approval changing the pending date to the date the approval is requested in KIDS Resource Status screen;

(4) sends Form 04AF003E to the CW supervisor for approval. The CW supervisor:

(A) approves the assessment in KIDS Resource Status screen; and

- (B) signs Form 04AF003E no more than seven working days from the requested approval date;
- (5) stores the signed assessment and documentation in the KIDS Resource file cabinet;
- (6) completes the Bridge resource screens in KIDS Resource/Other/Bridge;
- (7) files Form 04AF021E, Verification of Receipt of OKDHS Rules, in the resource record and documents receipt of the Resource Parent Handbook in KIDS Resource Contacts screen; and
- (8) provides a signed copy of Form 15GR008E, Notice of Grievance Rights – Foster Parents, to the Bridge resource parent and files the original in the resource record with documentation of the signature in KIDS Resource Contacts screen.
- 7. (a) Re-application to provide foster care. Persons who desire to re-open their foster home must re-apply.**
- (1) If the foster home has been closed more than five years, a Bridge resource family assessment is completed.
- (2) If the Bridge resource home has been closed five years or less and at the time of closure the home was in good standing and the re-assessments were up-to-date, the home can be opened with an approved addendum and updated forms.
- (3) If the re-assessments were not in compliance, a Bridge resource family assessment is completed.
- (4) If the home was closed during an investigation or needed a Written Plan of Compliance, a Bridge resource family assessment is completed.
- (b) Re-opening a foster home.**
- (1) The resource specialist reviews the resource record to determine the foster parent's performance history with OKDHS. The review includes:
- (A) any OKDHS policy or foster care contract violations or concerns;

- (B) the outcomes of any written plans of compliance and recommendations regarding continued use of the home; and
- (C) the training record, ensuring that pre-service training was completed and documented.
- (2) After the review, the resource specialist and CW supervisor determine the disposition of the re-application. Consultation is available with the CWFL, county director, or Foster Care Section, if needed.
- (3) Re-opening a foster home requires:
- (A) completion of:
- (i) Form 04AF001E;
 - (ii) Form 04AF004E;
 - (iii) Forms 04AF008E, Medical Examination Report, and 04AF010E, Resource Family Financial Assessment, unless completed within the last 12 months;
 - (iv) Form 04AD003E, Request for Background Check, for all adult members of the household, unless completed within the last 12 months;
 - (v) Form 04AD003E for fingerprints for all adult members of the household, unless completed within the last five years;
 - (vi) an OKDHS records search, including:
 - (I) CW history in KIDS;
 - (II) Information Management System (IMS); and
 - (III) Juvenile Justice Information System (JOLTS) review of any child older than 13 years of age residing in the home. All information is recorded on Form 04AF007E, Records Check, and filed in the resource record; and
 - (vii) Form 04AF003E, Resource Family Assessment - Bridge Family

Profile, including an updated recommendation, when the home was closed for five years or more. When the home was closed for less than five years, an addendum to Form 04AF003E is completed for homes in good standing and for whom re-assessments were up-to-date at closure. If the home was not in good standing when closed or if re-assessments were not up-to-date, Form 04AF003E is completed;

(B) contact with three current references, if the home was closed more than 12 months;

(C) additional references, if new reference information is not consistent with previous references or with the requirements per OAC 340:75-7-18;

(D) re-opening the closed resource as pending in KIDS Resource Status screen and entering a new family assessment line for the new assessment or the addendum; and

(E) a new contract. Upon approval, the resource specialist has the applicant(s) sign a new contract and submits the contract to CFSD Foster Care Section to assign a new contract number.

8. Contract Bridge resource home assessments. CFSD may contract with licensed child-placing agencies or a qualified person to provide a range of CW services that include conducting resource family assessments. OKDHS makes the final decision regarding the disposition of all resources assessed by contractors.

(1) If the referral is for a kinship Bridge resource, the CW worker or resource specialist refers the family assessment to the contractor within seven days of the child's placement. If the referral is not made within seven days after the child's placement, the resource specialist completes the family assessment in a timely manner.

(2) Non-paid kinship and foster care Interstate Compact on the Placement of Children (ICPC) home assessments are not contracted, and the resource specialist completes the family assessment.

(3) The contractor completes an application packet on each foster home referred by the CWFL or contract liaison.

(4) At a minimum, the contractor meets with the foster or kinship applicant twice during the assessment process in the home and at the conclusion of the resource assessment for review and signatures by the applicant. The identification of issues and concerns during the assessment process requires consultation with the resource specialist and additional meetings with the family.

9. Changes in the household.

(1) The Bridge resource parent must notify the resource specialist within 24 hours of any change in the household, including, but not limited to:

(A) income;

(B) location;

(C) health;

(D) residents; or

(E) relationships.

(i) When Bridge resource parents divorce or the relationship is dissolved the person who continues to foster retains the existing resource number and information.

(ii) An addendum is completed and documented in KIDS Resource Contacts screen to reflect the changes in the household.

(iii) A new Form 04AF010E is completed to address any change to the financial status of the household.

(iv) The Out-of-House Date and Reason is entered in KIDS Resource Homes screens to reflect this information.

(v) When both foster parents wish to continue to foster, the primary foster parent maintains the original KIDS resource number and another resource is opened cross-referencing the original resource number.

(vi) When the primary foster parent does not wish to continue

fostering and the designated head of household 2 elects to foster, he or she becomes head of household 1 in the existing KIDS resource. The person wishing to continue to foster signs a new foster care contract, per OAC 340:75-7-52 and a new contract number is assigned.

(vii) When neither foster parent wishes to foster, the KIDS resource is closed.

(2) The resource specialist addresses any household changes with the Bridge resource parent within seven working days and documents this information. An assessment is completed and conducted in the home regarding the foster parent's ability to continue providing care for a child in OKDHS custody.

340:75-13-74. Medical identification cards

Revised 6-1-07

A child who is in Oklahoma Department of Human Services (OKDHS) or tribal custody in out-of-home placement and receiving Medicaid is issued a medical identification card. The card stays with the child throughout placement changes. ■ 1

- (1) The medical identification card is delivered to the OKDHS county office of the child's primary worker for that county to send to the child's placement.
- (2) If the child is in tribal custody, the county of the tribal liaison does the initial certification and retains the Medicaid case.
- (3) Lost cards are replaced on an individual basis upon the request of the Child Welfare worker. ■ 2 At the time a new card is requested, the prior card is null and void.

INSTRUCTIONS TO STAFF 340:75-13-74

Revised 5-5-10

1. Medical identification card.

(1) The initial medical identification card is generated when the custody specialist prints Form 04KI002E, Eligibility Determination, for determination of Title IV-E (IV-E) eligibility and the Medicaid application, and the custody specialist certifies the Medicaid case.

(2) Medical identification cards are issued when:

(A) children in Oklahoma Department of Human Services (OKDHS) legal custody or tribal custody are in out-of-home placement;

(B) children in OKDHS legal custody or tribal custody are placed in Oklahoma;

(C) youth 18, 19, or 20 years of age who have been in OKDHS custody or tribal custody were released from custody upon turning age 18 but remain in OKDHS or tribal foster care or other living situation where OKDHS assumes full or partial financial responsibility;

- (D)** non IV-E eligible children in OKDHS custody are placed out-of-state through the Interstate Compact on the Placement of Children, if the receiving state does not provide medical assistance to other states' non IV-E eligible children;
- (E)** children in OKDHS legal custody or tribal custody are living in the home of a parent(s) if that child's family information qualifies the child for medical assistance. The CW worker encourages the family to apply for medical assistance;
- (F)** children residing in Oklahoma qualify for Oklahoma adoption pre-subsidy or Oklahoma adoption subsidy;
- (G)** non IV-E eligible children receiving Oklahoma adoption subsidy reside in other states and the receiving state does not provide medical assistance for those children;
- (H)** children are not in OKDHS custody or tribal custody and the child's family information qualifies the child for medical assistance as determined by the medical worker in the local county office of the child's residence. The CW worker encourages the family to apply for medical assistance; and
- (I)** youth 18, 19, or 20 years of age were in OKDHS out-of-home care and custody on their 18th birthday and have left OKDHS or tribal care and meet the state's medical assistance Medicaid eligibility criteria.
- (3)** Medical cards are not issued to children:
- (A)** residing in the home of a parent(s), regardless of custody status, if the family income information exceeds eligibility standards for medical assistance;
- (B)** in OKDHS custody or tribal custody who reside out-of-state and receive medical assistance in their state of residence; and
- (C)** receiving Oklahoma adoption subsidy who reside out-of-state and receive medical assistance in their state of residence.
2. The request to issue a new medical identification card is made by telephone to the company contracted by the Oklahoma Health Care Authority to provide

medical identification cards.

340:75-13-80. Referral to the custody specialist for determination of medical eligibility

Revised 6-1-07

(a) **Determination of eligibility.** Determination of eligibility for the state's medical assistance programs is required when a child:

(1) is removed from home and placed in the custody of Oklahoma Department of Human Services (OKDHS), or a federally recognized Indian tribe when the state is paying for the Indian child's care; or

(2) enters state paid care by parental agreement. ■ 1

(b) **Ineligible aliens.** Undocumented, ineligible, or illegal aliens are not eligible for medical assistance except in emergency medical situations, regardless of custody status. If a child in OKDHS custody and out-of-home placement:

(1) requires an emergency procedure, the Child Welfare (CW) worker consults the custody specialist about submitting required documentation to Oklahoma Health Care Authority for approval; or

(2) receives routine medical services, the CW worker obtains a completed claim from the medical provider and notes ineligible alien and the child's KK number on the claim and forwards the claim to Children and Family Services Division Administrative Services Unit.

(c) **Children not in OKDHS or tribal custody.** Children not in OKDHS or tribal custody may apply for medical assistance.

(1) Children involved in Family-Centered Services cases must meet eligibility requirements based on the family income.

(2) Youth in voluntary OKDHS placement must notify the person taking the application of their status so they may retain the same medical coverage as children in OKDHS or tribal custody.

(3) Youth leaving OKDHS or federally recognized tribal care who are 18 years of age may receive medical assistance if their income is at or below 185% of the federal poverty level. Per Section 7004-1.6 of Title 10 of the Oklahoma Statutes, Independent Living Act, youth who were in OKDHS custody and out-of-home placement on their 18th birthday may be eligible to receive medical benefits until their

21st birthday. These youth:

(A) are managed care recipients and must meet eligibility criteria and re-apply for medical coverage every six months to have continuous coverage; and

(B) who lose medical coverage for lack of making timely application may apply for and receive medical coverage until their 21st birthday provided all eligibility requirements are met. OKDHS does not pay for services not covered by the OKDHS managed care program. ■ 2

(4) Pregnant youth 18 years of age or older may apply for medical assistance as the medical programs are extended for pregnancies.

INSTRUCTIONS TO STAFF 340:75-13-80

Revised 5-5-10

1. (a) Within five working days of the filing of a petition that results in the child's removal from the home, the Child Welfare (CW) worker:

(1) completes a search of the child's and family's Oklahoma Department of Human Services (OKDHS) record history through Information Management System (IMS);

(2) opens a KK case and completes all available information in the KK case;

(3) submits to the custody specialist the court order removing the child from the home; and

(4) submits Form SS-5, Application for Social Security Number, to verify an application was submitted, if the child has no Social Security number, per OAC 340:75-13-10.

(b) The custody specialist prints Form 04KI002E, Eligibility Determination, and:

(1) certifies the eligible child on a C case or H case in Family Assistance/Client Services (FACS) system effective:

(A) the first day of the month of the child's removal from the home;

- (B) the date Form 04FC007E, Authorization from Parent or Guardian for Voluntary Foster Home Placement and Medical Care of Child, or Form 04IL001E, Voluntary Placement Request, as applicable, was signed; or**
- (C) the date of removal, if the child was a medical assistance recipient on the date of removal; and**
- (2) removes the child from any other medical case and updates those cases on FACS with custody information.**
- (c) Within 15 days, the custody specialist e-mails the child's medical identification number to the CW worker.**
- (d) Each child's medical case must be reviewed every 12 months, per OAC 317:35-7-62.**
- (1) When a review of the medical case is due, the custody specialist:**
- (A) may notify the CW worker of the review using an intraoffice form or e-mail;**
- (B) uses information from the KIDS case and IMS programs and applications; and**
- (C) updates the medical case information.**
- (2) The CW worker is responsible for immediately notifying the custody specialist via e-mail when:**
- (A) OKDHS or a tribe no longer has custody of the child; and**
- (B) there are changes in the child's:**
- (i) type of placement;**
- (ii) county of residence;**
- (iii) benefits;**
- (iv) family's income; or**

(v) health insurance coverage.

(e) The medical case for a child in OKDHS or tribal paid care is retained in the county of the assigned custody specialist.

- 2. Youth exiting care. The custody specialist removes the exiting youth from medical coverage at the time the youth leaves OKDHS custody and out-of-home placement. The youth may apply for medical coverage at the local OKDHS office.**